



**Office of
General Services**

**Procurement
Services**

**GROUP 01600 - MILK, FLUID (STATEWIDE)
ANTICIPATED CONTRACT PERIOD: JULY 1, 2015 TO JUNE 30, 2020
REQUIREMENT LETTER #193**

**TO ALL STATE AGENCIES, POLITICAL SUBDIVISIONS AND OTHER NON-STATE
AGENCIES AUTHORIZED BY LAW TO USE NEW YORK STATE CONTRACTS:**

The period for filing Fluid Milk requirements for the anticipated July 1, 2015 to June 30, 2020 OGS contract is now open. The requirement letter has been created using an Excel workbook and is available by using the link at the bottom of the page to *RL193-Milk22773*. If you are not the person responsible for your facility's Fluid Milk requirements, please forward this message to the appropriate person.

IN ORDER TO PARTICIPATE IN THE NEW OGS PROCUREMENT SERVICES CONTRACT FOR FLUID MILK AUTHORIZED USERS MUST COMPLETE AND RETURN THE REQUIREMENT LETTER BY **NO LATER THAN FEBRUARY 18, 2015.**

The current NYS OGS Contract for fluid milk is scheduled to expire on June 30, 2015. New participants and current contract users will not be guaranteed future deliveries unless the Requirement Letter #193 (RL193) is completed and submitted on time to OGS as instructed.

OBLIGATION TO PURCHASE: Upon contract award, you are obligated to purchase **at least 80%** of your filed requirement amount for each delivery point.

Please read ALL instructions BEFORE completing the Requirement Letter #193 (RL193) for Fluid Milk.

- Please enter only the amount of fluid milk that will be required for 12 MONTHS. The 12 month (yearly) requirement total you provide is used to calculate your fluid milk needs for the entire term of the contract.
- Authorized Users will not be guaranteed deliveries unless the requirement letter is completed and submitted on time.

ILLEGIBLE, INCOMPLETE, LATE SUBMISSION of or FAILURE TO SUBMIT a requirement letter may result in exclusion from the new contract.

ALL RESPONSES MUST BE SUBMITTED VIA E-MAIL TO OGS NO LATER THAN FEBRUARY 18, 2015.

Paper responses will not be accepted.

**Please return completed forms and address inquiries to:
Christine Brady at PS_SW_Dairy@ogs.ny.gov**

[Requirement Letter #193 - RL193-Milk22773](#)